

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

080 MARINE CORPS TOTAL FORCES SYSTEM (MCTFS)
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UNIT DIARY REPORTING COMMANDS

080 01 UNIT DIARY AND PAY

- 080 01 001 Does the Marine's request for advance pay outside normal parameters contain written justification and a minimum list of actual and anticipated expenses?
Reference
MCO 7220.21E
- 080 01 002 Is the current Commanding Officer's NAVMC Form 11119 (Delegation of Authority) properly maintained on all certifying officials for unit diary and MOL (DTMS Control)?
Reference
MCTFSAPSM, PAR 080112, MCTFSPRIUM, PAR 20101.5 & 20115.4
- 080 01 003 Is the certifying officer authorized in writing by the Commanding Officer/Officer in charge, or, if a senior staff noncommissioned officer, are they authorized by CMC (MI)?
Reference
MCTFSPRIUM, PAR 20104; MCTFSAPSM, PAR 080112
- 080 01 004 Do supervisory personnel verify the unit diary with the source documents to ensure the correct entries are reported?
Reference
MCTFSPRIUM, PAR 10300.4C
- 080 01 005 Are personal ELSIGs known only to the person to whom assigned? Have personal ELSIGs for members who have transferred, detached, or been discharged been deleted from the unit's active ELSIG file?
Reference
MCTFSPRIUM, PAR 20115.2.D
- 080 01 006 Are EDFRs viewed/worked/ on the date the cycle becomes available or the 1st working day after cycle completes processing, if cycle fell on a weekend or holiday?
Reference
MCTFSPRIUM, PAR 120403.1
- 080 01 007 Is the unit taking corrective action as required by the EDFR, and is the EDFR being certified and dated by the Commanding Officer, Consolidated Administration Center Director, or a certifying officer within five working days from the date the report was available and within seven working days for EDFRs containing inconsistent conditions?
Reference
MCTFSPRIUM, PAR 120403.1 & 120101.2

- 080 01 008 Is each rejected and/or advisory message contained in the EDFR audited and annotated with the corrective action, unit diary number and date?
Reference
MCTFSPRIUM, PAR 120403.1.B.2
- 080 02 AUDIT PROCEDURES
- 080 02 001 Does the unit report the correct date for changing BAH to the “with” dependents rate when dependents were acquired, or changing BAH to the “without” dependents rate when a Marine loses dependents?
Reference
MCTFSPRIUM, PAR 80201.5, JFTR, CHAP 10; MCO P1751.3F
- 080 02 002 Is the Diary Retrieval System (Option 23) being extracted, audited, and corrective action taken via UD upon the member's arrival at the new permanent duty station?
Reference
MCTFSPRIUM, PAR 120104
- 080 02 003 Is the unit conducting the first stage of the Join Audit upon the member's arrival at the new Permanent Duty Station, returning from Temporary Additional Duty, Fleet Assistance Program, and deployment, Inactive Duty for Training or Active Duty Special Work in excess of 30 days?
Reference
MCTFSPRIUM, CHAP 12
- 080 02 004 Are procedures in place to notify the Finance Office via NAVMC 11116 when elapsed time has not processed in MCTFS within 45 days of the join posting? Does the notification include the travel claim's DO Voucher Number, date, and Disbursing Station Symbol Number?
Reference
MCTFSPRIUM, PAR 120104.1B(2)A
- 080 02 005 Are procedures in place to inform the member of the Basic Allowance for Housing protection on Permanent Change of Assignment/Station moves?
Reference
MCTFSPRIUM; MCO 7220.56; MARADMIN 239-05, 286-01 & 315-01
- 080 02 006 Are adequate internal control procedures in place to ensure all aspects of the BIR/BTR and RED are audited and processed properly when a member joins the command?
Reference
MCTFSPRIUM, PARS 120104/5; MCO P5000.14D, ENCL 2, PAR 1
- 080 02 007 Is the unit reporting Montgomery GI Bill or status code on Marines joined to the reserve unit, upon initial join?
Reference
MCTFSPRIUM, PAR 51601
- 080 02 008 Is the unit reporting TTC 815 000 (ANNUAL SCREENING COMPLETE) on active duty and reserve personnel via UD once the member has completed a Join or Triennial Audit and has certified their entitlement to BAH?
Reference
MCTFSPRIUM, PAR 40801 AND 120104.2; MCO 5000.14D, ENCL (3)

- 080 02 009 Is deployed per diem checked via UD for those Marines in a group travel status, TAD, or embarked on ship away from the designated deployment location?
Reference
MCTFSPRIUM, PAR 91003; MCO P3000.15B, PAR 3000.1 & 3000.3;
MARADMIN 556-00
- 080 03 SEPARATIONS
- 080 03 001 Has the Commanding Officer or the Consolidated Administration Center Director submitted the 11060 and all required documents via DTMS to the Finance Office one day after posting of the drop entry to the MMPA? (Note: Includes reservists on active duty for 31 days or more.)
Reference
MCTFSAPSM, PAR 40401.C.1; MARCORSEPMAN, PAR 1101.6A; PAAN 06-12
- 080 03 002 Has the Commanding Officer or the Consolidated Administration Center Director submitted all changes affecting pay and allowances, including unreported or late forfeitures, via NAVMC 11116 or DTMS that occur after the NAVMC 11060 was forwarded to the Finance Office?
Reference
MCTFSAPSM, PAR 40401.C1B
- 080 03 003 Is the unit sending the DD Form 2656 (Retired Pay Data Form) to U. S. Military Retired Pay, P. O. Box 7130, London, KY 40742-7130, no later than 30 days prior to the approved retirement date? (Note: FAX: 800-469-6559?)
Reference
MCO P1900.16F, PAR 7005.4B (1), 8202.2(B), APP H; MCO P1741.11B PAR 5C;
MARADMIN 490-02
- 080 03 004 For personnel recommended for discharge prior to ECC, has the Finance Officer been notified to:
- Stop allotments/Terminate Direct Deposit
 - Report TTC 053 004 for personnel who are being processed for Administrative Separation, who are in a promotion- restricted status per MCO P1400.32C.
 - Report any checkages of indebtedness, to include NMCRS loans when TTC 053 004 is NOT reported must submit a NAVMC 11116.
- Reference
MCTFSAPSM, PAR 40401.C.1, 050404.F(3), 070501.4D; MCTFSPRIUM, PAR 30306, 30307 & 70702
- 080 03 005 Has the Commanding Officer or the Consolidated Administration Center Director reported changes to entitlements resulting from the member's departure on terminal leave (e.g., BAH and BAS)?
Reference
MCTFSPRIUM, PAR 80201 AND 80301, TABLE 5-2, RULE 4; MCTFSAPSM, PAR 040401.C.1; SAAN 8-95; JFTR CHAP 10 PAR U10400

SUPPORTED AND UNIT DIARY REPORTING COMMANDS

080 04 AUDIT/INTERNAL CONTROLS

- 080 04 001 Is a 30/31 day tickler file being utilized to ensure all known reportable events (i.e., TAD orders, SGLI reductions and/or notifications, zero composite scores, separation documents, etc.) are routed to and accurately reported on Unit Diary?
Reference
MCO 1001R.1K, ENCL (1), PAR 5202.4; MCTFSPRIUM, PAR 10300.4G; 4008
- 080 04 002 Are procedures in place to semi-annually review and ensure the proper entitlements for Marines married to another member of the Armed Forces is audited and corrected?
Reference
MCTFSPRIUM, PAR 120104.4; DODFMR, VOL. 7A, AND 27; JFTR, CHAP 10, PART C; MCO 5000.14D, ENCL (3)
- 080 04 003 Are adequate internal control procedures in place to ensure formal service school codes are reported on the UD upon completion of a formal school?
Reference
MCTFSPRIUM, PAR 50902; MCO 5000.14D, ENCL (3)
- 080 04 004 Is the unit establishing the Marine's prior experience in BILMOS 8411, 8412, or 0911 prior to commencing SDA pay for eligible Marines? Is the Commanding Officer annually certifying and documenting the member's entitlement to Special Duty Allowance?
Reference
DODFMR, VOL 7A, PAR 080101B; MCTFSPRIUM, PAR 90201; MCO 7220.12P PAR 4a; MCO 5000.14D, ENCL (3); MARADMIN 127/08
- 080 04 005 Does the unit reestablish the original date current tour began (DCTB) when a Marine is reassigned via PCA orders within the same geographical area?
Reference
MCTFSPRIUM, PAR 50505.1E; MCO 5000.14D, encl (3)
- 080 04 006 Is the unit properly reporting billet identification codes (BIC) on all Marines?
Reference
MCTFSPRIUM, PAR 40909, MOL USER MANUAL CHAP 9
- 080 04 007 Are Marines who enter the administrative jurisdiction of the unit properly joined?
Reference
MCTFSPRIUM, PAR 60204.3; MCO 5000.14D, ENCL (3)
- 080 04 008 Is the unit conducting the second stage of the audit after elapsed time has posted in MCTFS, or 60 days after the join entry processes, whichever is earlier? (Stage two of the audit includes a thorough comparison of MCTFS records and join documents, i.e., TRS remarks, MCAAT printouts, Travel claim, LES.)
Reference
MCTFSPRIUM, PAR 120104.1.B(2); MCO 5000.14D ENCL (3)
- 080 04 009 Is the unit taking appropriate corrective action on discrepancies uncovered while conducting join, deployment, and TAD in excess of 30 day audits by either UD action or submission of correspondence to CMC?
Reference
MCTFSPRUM, PAR 120105; MCO 5000.14D ENCL (3)

- 080 04 010 Does the unit ensure Triennial Audits have been conducted on all chargeable personnel who have not been the subject of a triennial or joint audit within the past three years?
Reference
MCTFTSPRIUM, PAR 120104.2; MCO 5000.14D, ENCL (3), PAR 1
- 080 04 011 After ascertaining that a Marine has not reported, is the Command immediately initiating action to confirm transfer, and is the Advisory Report annotated with the action taken?
Reference
MCTFSPRIUM, PAR 120409; MCO 5000.14D ENCL (3)
- 080 04 012 Have written internal control procedures been established to ensure submission, tracking procedures and follow-up is conducted, to include audit procedures, billet responsibilities, document flow within the office, and the relationship with other organizations and services?
Reference
MCTFSPRIUM, PAR 10300.2
- 080 05 DEPLOYMENTS/TRAVEL
- 080 05 001 Are Marines in an Essential Unit Messing/field duty/sea duty/members traveling together with no per diem (formerly known as Group Travel) being checked field rations?
Reference
SECNAVINST 7220.66C
- 080 05 002 Are procedures in place to ensure TTC 136 001 (STRT HDP-L COUNTRY CODE___ED___) is reported on all Marines (officers/enlisted) entitled to Hardship Duty Pay? (Note: Report on the 31st day, retroactive to the first day, when temporarily assigned in excess of 30 days or on the first day for Marines permanently stationed in a location that entitles them to HDP.)
Reference
MCTFSPRIUM, PAR 90801; DODFMR VOL 7A, CHAP 17; PAAN 73-00
- 080 05 003 Are members of the UDP on advance or rear parties, including those on legal hold, being placed on "locality" per diem vice deployed per diem?
Reference
MCO P3000.15B, PAR 3000.1; MCTIM, PAR 80512; MCTFSPRIUM, PAR 91003.5
- 080 05 004 Is the unit keeping those members of the UDP who are in a legal hold status at the UDP location in excess of 180 days (including time with the main body) without CMC approval?
Reference
MCTIM, PAR 80511; MCO P3000.15B, PAR 1009.2
- 080 05 005 Are procedures in place to ensure Personnel Tempo information is reported into MCTFS?
Reference
MARADMIN 556-00; MCTFSPRIUM, PAR 91001.1
- 080 05 006 Are procedures in place to ensure leave taken while deployed does not count towards accumulated deployed time?
Reference
MARADMIN 556-00

- 080 06 LEGAL PROCEDURES
- 080 06 001 Is the unit/IPAC properly reporting absences determined to be Time Lost on UD?
Reference
MCTFSPRIUM, CHAP 7, PAR 70502
- 080 06 002 Are adjudged forfeitures and reductions effective on the 15th day (count day of courts-martial as day one) or upon action of the Convening Authority, whichever is earlier?
Reference
MCM, PAR 857, ART 57(A).1.A & 58B; MCTFSPRIUM, PAR 70501.2
- 080 06 003 Is Unit Diary reporting TTC 257 000 to trigger the automatic forfeitures for punishments awarded by a General or Special Court-Martial when one of the following occurs: (1) any sentence of confinement for more than six months;(2) death; (3) confinement for less than six months and a dishonorable or bad conduct discharge or dismissal?
Reference
MCTFSPRIUM, PAR 70501
- 080 06 004 Are automatic reductions involving General or Special Courts-Martial taking effect on the date of the Convening Authority's action? Automatic reductions occur when a Marine is not adjudged reduction to Private and either a punitive discharge or confinement for less than six months has been awarded. The Convening authority may suspend the reduction to Private and retain the member at an intermediate pay grade pending the Convening Authority's final action.
Reference
MCM PAR 858 ART 58A; MCTFSPRIM, PAR 70501; JAGINST 5800.7E, PAR 0152(C)(2)
- 080 06 005 Are all appropriate unit diary entries being reported prior to sending a member on Voluntary Appellate Leave, to include returning the member to a normal duty status, reporting courts-martial, stopping the Clothing Replacement Allowance, and reporting all Time Lost?
Reference
MCO 1050.16A, PAR 11A, 1; MCTFSPRIUM, PAR 70505
- 080 06 006 Is the unit reporting the number of days accrued when Voluntary Appellate Leave occurs using TTC 061 001 (TO APL LV)?
Reference
MCO 1050.16A, PAR 9A; MCTFSPRIUM, PAR 70505; PAAN 70-02
- 080 06 007 Are members directed to Involuntary Appellate Leave being afforded the opportunity to either sell or take leave accrued?
Reference
MCO 1050.16A, PAR 9A; MCTFSPRIUM, PAR 70505
- 080 06 008 Are the number of days accrued leave computed to the day before the effective date of orders directing leave, or reported as zero-zero (00) if the member elects to receive payment for leave due?
Reference
MCO 1050.16A, PAR 9; MCTFSPRIUM, PAR 70505.3

- 080 06 009 Are personnel placed in an Involuntary Appellate Leave status being notified in writing by the Commanding Officer that they were transferred to NAMALA and that they are responsible for keeping NAMALA informed of current mailing address and any status changes, such as marriage, divorce, and gain or loss of family members?
Reference
MCO 1050.16A, PAR 6B; MCTFSPRIUM, PAR 70505
- 080 06 010 Is the Commanding Officer ensuring personnel ordered to Involuntary Appellate Leave are transferred to NAMALA via service record?
Reference
MCO 1050.16A, PAR 13; MCTFSPRIUM, PAR 70505
- 080 06 011 Have written internal control procedures been established for the Courts-Martial and Appellate Leave section, to include audit procedures, billet responsibilities, document flow within the office, and the relationship with other organizations or services?
Reference
MCTFSPRIUM, PAR 10300.2; MCTFSAPSM, PAR 130202
- 080 07 HUMANITARIAN T A D PROCEDURES
- 080 07 001 Have procedures been established by the TAD command and the member's PDS to ensure proper pay entitlements are received by the Marine who is in a TAD status for humanitarian reasons?
Reference
MCTFSAPSM, PAR 110104; DODFMR, CHAP 25 AND 27; JFTR, CHAP 10
- 080 07 002 When CMC authorizes a Marine to be joined or transferred by service record, is the command properly starting BAH/BAS and any other entitlements on the date of join?
Reference
MCTFSPRIUM, PAR 80204 & 80301; JFTR CHAP 10; MCTFSAPSM, PAR 110104.2A
- 080 07 003 Are Marines in a humanitarian status being attached, via Unit Dairy, at the end of authorized leave, unless otherwise directed by CMC?
Reference
MCO P1000.6, PAR 1301.8; MCTFPRIUM, CHAP 60303.2
- 080 07 004 Are all periods of chargeable leave reported on UD upon attaching members TAD for humanitarian reasons?
Reference
MCTFSPRIUM, PAR 70101; MCO 1050.3H, PAR 4008.2
- 080 08 SPECIAL/HAZARDOUS DUTY PAY
- 080 08 001 Are procedures in place to ensure orders authorizing Marines Special Duty Allowance, Jump Pay, Diving Pay, Demolition Duty Pay, Flight Pay, Flight Deck Duty Pay, etc., are not being backdated where prohibited?
Reference
OPNAVINST 7220.4H; MCO 1326.2G, 3500.20A, ENCL (1), PAR 8 & 7220.12P PAR 5; ACTS MANUAL, PAR 1205-1211 AND 1217; MCTFSPRIUM, CHAP 9

- 080 08 002 Are procedures in place to ensure the number of Marines receiving Special or Hazardous Duty Pay do not exceed the number authorized by the unit's Table of Organization? (Note: Drill Instructors, Recruiters, Marine Security Guards, and Career Planners are not included for T/O purposes.)
Reference
OPNAVINST 7220.4H; MCO 7220.12P PAR 4A(2)(A)5, 1326.2G, 3500.20A AND 3571.2F; ACTS MANUAL, PAR 1205-1211 AND 1217; MCTFSPRIUM, CHAP 9
- 080 08 003 Have procedures been established to monitor the requirements for continued receipt of Hazardous Duty Pay (i.e., quarterly parachute jumps or flight hours, flight deck takeoff or landing evolutions)?
Reference
MCO 1326.2G; MCO 3500.20A, 3571.2F
- 080 08 004 Have procedures been established to monitor payment of Hazardous Duty Pay, with minimum requirements monthly (parachute duty pay, enlisted flight pay) and ensure payments made to the member are based on applying credit to the earliest possible month (i.e., performs a jump in March; the quarterly credit is used for January and February if member was not already eligible)?
Reference
MCO 1326.2G; MCO 3500.20A; MCTFSPRIUM, PAR 60500, 90102, & 90201
- 080 09 SEPARATION PROCEDURES
- 080 09 001 Has the Commanding Officer or the Consolidated Administration Center Director established and reported a new ECC for Marines separating early, and was the Finance Office immediately informed of the change?
Reference
MCTFSAPSM, PAR 40401.C.1; MCTFSPRIUM, PAR 30306 & 30307
- 080 09 002 Has the Marine's Commanding Officer approved Terminal Leave via MOL? Has the Consolidated Administration Center Director reported TTC 115 000 (LWAS) upon the Marine's departure on terminal leave?
Reference
MCTFSPRIUM, PAR 70104; PAAN 02-05
- 080 09 003 Is the unit providing the required documentation to report "Will Reenter" only on Marines who have submitted a request for reenlistment or augmentation, as appropriate?
Reference
MCTFSPRIUM, PAR 30311; MCTFSAPSM, PAR 010108.B
- 080 09 004 Is a "Delete As Erroneous Will Reenter" being reported on Marines who later elect to separate, or when reenlistment is denied? Does the command have procedure in place to ensure the documentation is provided for unit diary reporting?
Reference
MCTFSPRIUM, PAR 30311
- 080 09 005 Have the unit's mobilizing Reserve Marines ensured the Marines were extended or reenlisted to have sufficient time to complete orders? (ECC matches or exceeds EAS.)
Reference
MCTFSPRIUM PAR 30306.4 & 30306.4A
- 080 09 006 Is the unit reporting the codes TA for TAP and TM for TAMP classes upon completion and receipt of the DD Form 2648?
Reference
PAA 06-11

- 080 09 007 Are Marines awaiting results of a Physical Evaluation Board (PEB) proceedings, and who elect to be ordered home, being reported with a constructive hour and date of arrival via authorized transportation mode as 0001 following the last day of constructive travel?
Example: On day one, Marine departs at 0800. Hour of arrival is 2359 for applicable entitlements. (Note: Report individual location on UD and CONUS COLA, if applicable.)
Reference
MCTFSPRIUM, PAR 100400
- 080 09 008 Is the Discounted Meal Rate (DMR) being stopped on date of departure (if applicable)?
Reference
DODFMR, CHAP 25, TABLE 25-4, RULE 8
- 080 09 009 Is BAH started at the PDS zip code from the date of entitlement to BAH through the day prior to the date of arrival at the designated place? BAH at the designated place is started from the actual or constructive dates of arrival (construct via authorized mode), whichever is earlier.
Reference
JFTR, CHAP 10 PAR U10400 & 10401; MCTFSPRIUM, CHAP 8, PAR 8
- 080 09 010 Have written internal control procedures been established for Reenlistments, extensions, and medical board procedures to include billet responsibilities, document flow within the office, and the relationship with other organizations and services?
Reference
MCTFSPRIUM, PAR 10300.2; MCTFSAPSM, PAR 110103

FORMAL SCHOOLS

- 080 10 001 Does the unit properly report the PCTD/IMOS for personnel attending formal schools leading to an MOS?
Reference
MCTFSPRIUM, PAR 50906

TRAINING

- 080 11 001 Has the Commanding Officer appoint a commissioned officer/warrant officer or GS-7 or above as the certifying official?
Reference:
MCTFSPRIUM, PAR 20104
- 080 11 002 Are all training events (CFT, PFT, Rifle Range, etc.) reported within 5 days of completion?
Reference:
MCTFSPRIUM, PAR 20103; MCO 6100.13, Chap 1, par 4(2)
- 080 11 003 Is the section responsible to reporting training aware of each quarterly training cut off?
Are the dates posted in the office or turnover?
Reference:
MCO P1400.32D, CHAP 2, PAR 2201.3, 2500.1
- 080 11 004 Is the PFT or CFT score manually computed and reported using the last PFT/CFT score information when a Marine, Cpl and below takes a partial fitness test or are unable to take a fitness test due to medical reasons?
Reference:
MCO 6100.13 CHAP 1, PAR 6(A)(2)

- 080 11 005 Are internal control procedures in place to reconcile zero composite scores, training, and medical information?
Reference:
MCTFSPRIUM Sect 7-6; MCO P1400.32D, PAR 2500.2
- 080 11 006 Is the transaction feedback reviewed daily and corrective action taken on all failed transactions?
Reference:
MOL USERS MANUAL CHAP 16

RESERVE SPECIFIC ADMINISTRATION

- 080 12 001 Is a Mobilization, Deployment Readiness or Reserve Annual Training Audit being conducted no earlier than 60 days prior to a deployment anticipated to last 31 days or more in duration (Reserve Annual Training qualifies)? (At a minimum, the audit will include the RED, SGLI, Special Power of Attorney (child care), if required, and the D112 Personnel Tempo screen from MCTFS. Reservists must either sign and date the BIR Mobilization Statement (may be signed up to 3 times) or acknowledge a standard paragraph included on the Active Training orders).
Reference
MCTFSPRIUM, PAR 120104.2.A.2
- 080 12 002 Is the unit taking appropriate action, as directed by the CG MarForRes in the case of reservists who fail to report as directed?
Reference
MCO 10001R.1K PAR 4603 & 4603
- 080 12 003 Is the reporting unit ensuring accurate and timely reporting of all retirement credit information?
Reference
MCTFSPRIUM, PAR 100111
- 080 12 004 Is the unit validating the member's active duty period prior to reporting TTC 801 000 (COMPL ACDUTRA) that generates the initial In Progress Payment (IPP) from the signed official file copy orders?
Reference
MCTFSPRIUM, PAR 110301
- 080 12 005 Is the unit reporting at least one IPP per active duty period of 12 to 30 days in duration?
Reference
MCTFSPRIUM, PAR 110301.4.A
- 080 12 006 Is the unit reporting the final TTC 801 000 (COMPL ACDUTRA) upon receipt of the completed travel claim?
Reference
MCTFSPRIUM, PAR 110301
- 080 12 008 Are source documents being maintained to support payments related to operations or exercises to include ADSW and AT in the unit's files to include the Letter of Instruction?
Reference
MCTFSPRIUM, PAR 10300.4.C; SECNAVINST M5210.1

- 080 12 009 Are entitlements/checkages reported correctly in UD and travel claims submitted in conjunction with operations or exercises, to include ADSW and AT from question above? (Note: Review for possible entitlement to HDP, ID/HFP, Career Sea Time/Pay, CZTE, Flight Deck Duty Pay, FSA, ect.)
Reference
MCTFSPRIUM, PAR 110300; DODFMR CHAP, 10, 17, 24, 27, & 44; JFTR, U2500
- 080 12 010 Are procedures in place to ensure Pers Tempo information is reported on reservists who are performing active duty not at the Marine's training site, and which is at least 100 miles from the Marine's residence, or which is at a lesser distance but which requires at least 3 hours of travel via ground transportation?
Reference
MCTFS PRIUM 91001.1B; MARADMIN 556-00
- 080 12 011 Is the Command promptly notifying CMC (WWR) via MCMEDS, to request determination of Line of Duty benefits?
Reference
SECNAVINST 1770.3D PAR 9A(1); MCTFSAPSM, PAR 170103
- 080 12 012 Is the Command submitting the LOD/Waiver Certificate for eligible Marines and re-certifying eligibility every 30 days, if applicable
Reference
MCTFSAPSM, PAR 170103;
- 080 12 013 Does the Unit Muster Sheet (UMS) reflect only one type of Inactive Duty Training Drill, the type, date, and total number of authorized drill credits for each period, the unit's name and reporting unit code (RUC)?
Reference
MCRAMM, PAR 3203.2A & 3203.2A(9)(1)
- 080 12 014 Can the unit show that procedures are in place to track during an FY: no more than 48 IDTs, EI or EIO (no more than 4 paid per FY; combination of EIO and IDT must not exceed 48 per FY; paid drills are performed within the same FY and within 60 days of the missed IDT; RMP; one per day, no more than 36 per FY; AFTP; 72 not to exceed 84 combined ATP's AFTPs and RMP's per FY; ATP; two per day, no more than 36 per FY, Funeral Honors Duty; one per day?
Reference
MCO 1001R.1K PAR 4500, 4602.3, 3202.5d, 5202.1.B(2), 5200.2, 5200.3, 5602.5A, & TABLE 9-1; MCTFSPRIUM, CHAP 11 SEC 1, PAR 110100, TABLE 9-1
- 080 12 015 Are IDT entitlements reported on UD supported by DMM and unit training schedule?
Reference
MCTFSPRIUM, CHAP 11; MCRAMM, PAR 3203
- 080 12 016 Are written internal control procedures established for the Drill Accounting Section and include billet responsibilities, document flow within the office, and the relationship with other organizations and services?
Reference
MCTFSAPSM, PAR130202; MCTFSPRIUM, PAR 10300.2
- 080 12 017 Has appropriate administrative action been initiated on Marines who have accrued 9 unexcused absences from drill, and has Strength Category "X" and promotion restriction been reported when the separation package was forwarded from Battalion Headquarters to the to GCMCA?
Reference
MCTFSPRIUM PAR 60610, FIG 5-8 NOTE 4, Manpower Online Codes Lookup

- 080 12 018 Has action been initiated to suspend the MGIB-R for unsatisfactory participants at the accumulation of 9 unexcused absences from IDT in any consecutive 12-month period, or the unexcused absence from AT or other required active duty for training in the SMCR?
Reference
MCO 1560R.30B, PAR 5C; MCTFSPRIUM, FIG 5-8
- 080 12 019 Has the Commander delegated his authority via NAVMC 11119 for the APD Manager, Trusted Agent, Approver Manager, Proxy, or reviewer?
Reference
MARADMIN 311/11
- 080 12 020 Has the schedule creator been assigned in writing?
Reference
MARADMIN 311/11
- 080 12 021 Does the muster manager hold the grade of E6/GS5 or higher?
Reference
MARADMIN 311/11
- 080 12 022 Are ATP's and RMP's supported by documentation authorizing usage from HHQ?
Reference
MARADMIN 311/11
- 080 12 023 Is the unit ensuring the completion of Civilian Employment Information (CEI) via MCTFS prior to authentication of orders?
Reference
MARADMIN 675-10
- 080 12 024 Is the Commanding Officer ensuring Marines requesting reenlistment or extension of enlistments show have current Civilian Employment Information (CEI) MCTFS prior to submission of RELM requests, tour extensions, and prior service joins?
Reference
MARADMIN 675-10